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Put  
America  
Through  
School”*

# **Federal Student Aid Integration Partner**

Bi-Weekly Task Order Status Report

Reporting Period: March 29, 2004 – April 15, 2004

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## INTEGRATION PARTNER PROGRAM SCORECARD

Reporting Period March 27, 2004 - April 15, 2004

	COD	Financial Integrity		Technical Architecture & Inf. Services					Integration & Leadership		
	TO 77 WO 2 - Common Origination & Disbursement	TO 116 - Electronic Audited Financial Statements	TO 149 - FMS Forms 2000	TO 77 WO1 - SAIG (FSA to the Internet)	TO 120 - Security and Privacy Support	143- Identity and Access Mgmt Tools	TO 147 - TPM Gap Analysis	TO 152 - Enterprise Data Strategy	TO 151- Integration Leadership and Support	153- Integration Support and Transition	TO 154- Contract Management
Schedule	Green ↑	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Yellow ↔	Green ↔	Green ↔	Green ↔
Cost	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔
Quality	Yellow ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔
Scope	Green ↑	Green ↑	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔
Task Order	Green ↔	Yellow ↑	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Yellow ↓	Green ↔	Green ↔
Overall	Yellow ↔	Yellow ↑	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔	Green ↔

Key	
Green	Low Risk - on schedule, no significant issues
Yellow	Moderate Risk - minor schedule slippage
Red	High Risk - significantly impacts project schedule
↑	Better since last report
↓	Worse since last report
↔	Same since last report



## ***PMO Project Update***

<b>TO # and Name</b>	<b>COD /TO#77/WO# 2</b>
<b>Owner Unit</b>	<b>School Channel/Title IV Delivery</b>
<b>Partner</b>	<b>Integration Partner</b>
<b>Reporting Period</b>	<b>April 1-15, 2004</b>

### **Project Contacts**

<b>Sponsor/Mgt</b>	<b>FSA</b>	<b>Partner</b>
<b>Project Lead</b>	Kay Jacks	Ken Dineen
<b>Tech Rep</b>	Rosemary Beavers	Chris Merrill
<b>COR</b>	C. Seifert/S. Wingard	Frank Southfield
		Mike Swain

<b>Prepared By</b>	James Crown
<b>Date Prepared</b>	Idoya Oscariz
	April 14, 2004

## Status Highlights

COD /TO#77/MO# 2











	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Yellow	Same	The post 3.0 IST testing began last week. Two reports were added to the 3.1 release. Release 3.1 coding is on schedule and should be finished by 4/16. The PNote SSIM project FDD was approved by FSA along with the design clarification for DL Closeout. Requirements gathering phase for release 4.0 has started. For production, a higher than acceptable number of production problems are still open. With the reduced scope of 3.1, the team will focus on reducing the number of production problems.
Overall Project Stage	Deployment	Est. % TO Completed	
Red Flags/Major Issues	Continue to struggle with the backlog of production issues.		
Corrective Actions Taken	A meeting was held with FSA to assess the scope of 3.1. The scope was reduced and 10 projects originally in 3.1 were deferred while 4 critical change controls were added. With the reduction in scope more resources will focus on reducing the number of production issues to a more acceptable level.		
Management Support Needed	none at this time		




<b>Major Accomplishments Over Past Two Weeks</b>
Release 3.1- Functional Design Document for the PNOTE SSIM and Correspondence projects were approved by FSA along with the design clarification for DL Closeout.
Release 3.1- The Product Test Approach was reviewed with FSA, updated and given back to them for review
Release 3.1- Coding continues and should be completed on schedule on 4/16. Assembly Test planning is almost complete.
Release 4.0 - Started Requirements Gathering phase for release 4.0 and held Trading Partner Kickoff meetings
Finished Spring Conference and DL Day Presentations.
Attended Spring Conference and DL Day 3/29
<b>Upcoming Activities Over Next Two Weeks</b>
Continue to resolve the critical and high priority production issues
Release 3.1- Complete TDD for Pnote SSIM project
Release 3.1 - Complete Coding and Unit Testing
Release 3.1 - Begin Assembly Test execution
Release 3.1 - Get signoff on Product Test Approach and complete all test scripts
Release 4.0 -Conduct Requirements Breakout meetings
Release 4.0 - Conduct School Focus Group meetings



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# Project Scorecard

COD /TO#77WO# 2

Category	Score	Trend	Comments
Schedule			Coding and product test planning is on schedule for 3.1 . Requirements gathering has begun for release 4.0 and is on schedule.
Cost			Contract is functioning within budget.
Quality			The quality of deliverables has improved over the last 6 months. These deliverables include Test Cases, Test Results, Requirements Design Documents and Functional Design Documents. However, there is still room for improvement as the contractor becomes more knowledgeable in the business and understands our expectations.
Scope			Two reports were added to the 3.1 release. FDDs and design clarifications were approved by FSA for the Correspondence, PNOTE SSIM and DL Closeout projects.
Task Order			Mod pending to incorporate SLA's and billing schedule.
Overall Score	Yellow	Same	The post 3.0 IST testing began last week. Two reports were added to the 3.1 release. Release 3.1 coding is on schedule and should be finished by 4/16. The PNote SSIM project FDD was approved by FSA along with the design clarification for DL Closeout. Requirements gathering phase for release 4.0 has started. For production, a higher than acceptable number of production problems are still open. With the reduced scope of 3.1, the team will focus on reducing the number of production problems.

	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
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Better	Worse	Same

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## COD Pictorial Timeline

Release	Dates	2004												2005					
		1Q			2Q			3Q			4Q			1Q			2Q		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Release 3.1 04 / 05 Award Year	4/1/03 - 6/30/03																		
	6/30/03 - 9/5/03																		
	3/8/2004 - 04/16/04				Code														
	05/17/04 - 07/02/04							Product Test											
	06/28/04 - 07/16/04							IST											
Release 4.0 05/06 Award Year	7/23/04																		
	1/1/04 - 6/25/04				Requirements														

## Major Risks & Issues

COD /TO#77/WO# 2

### Major Risks

Risk Description	Impacts	Dependent Parties	Risk Category	Open Date	Status	Mitigating Actions	Severity	Probability	Level of Control
<b>Production Issues</b> - The number of production issues could get above a manageable level.	Impacts Schools ability to process records. Increases Customer Service call volume. Pulls development resources which impacts ability to make 3.1 and 4.0 release date.	Schools, Customer Service, FSA Staff, Development Staff	Operational	10/22/2002	In-Progress	Scope of 3.1 was reduced to focus on production issues. Testers were moved from release testing team to production testing team	High - Project level do not escalate	Likely	Moderate
<b>Concurrent Development Effort</b> – significant overlap between 3.1 and 4.0 Releases	Impacts schools, customer service and FSA users of COD.	Trading partners	Operational	10/1/2002	In-Progress	Scope of 3.1 was reduced to focus on production issues. Reducing the scope of 4.0 earlier in the process will reduce the work for FSA and contractor	High - Project level do not escalate	Unlikely	Moderate
<b>FSA Resources</b> may not have enough resources to review all deliverables by their due dates	Impacts design, coding, test planning and test execution review		Operational	11/18/2002	In-Progress	The reduction in scope of 3.1 should reduce the probability of this risk	High - Project level do not escalate	Unlikely	Moderate
<b>COD Service Provider Transition-</b> Application Development and Production Operations is being transitioned from TSYS to Accenture	Impacts Schools ability to process records. Increases Customer Service call volume.	Schools, Customer Service and FSA Staff.	Operational	3/1/2004	In-Progress	Accenture and TSYS have full time transition teams in place. Formal training and OJT is being conducted to train the new staff. Some TSYS resources are staying to support the transition	High - Project level do not escalate	Unlikely	Total
<b>SAIG Service Provider Transition</b> - The transition to new service providers occurs during peak processing	SAIG Service Provider Transition - The transition to new service providers occurs during peak processing.	Impacts Schools ability to process records. Increases Customer Service call volume.	Operational	2/23/2004	In-Progress	SAIG team will need to conduct thorough transition to the new service provider. Current vendor will still be on board for several months. COD will work with new service provider to ensure needed services can be provided as needed.	Critical - Project level do not escalate	Unlikely	None





## *PMO Project Update*

**TO # and Name**  
**Owner Unit**  
**Partner**  
**Reporting Period**

**TO 116 - eZ-Audit**  
**( Electronic Audited Financial Statements & Compliance Reports )**  
**Schools**  
**Accenture**  
**April 1 - April 15, 2004**

### **Project Contacts**

#### **FSA**

#### **Partner**

**Sponsor/Mgt**  
**Project Lead**  
**Tech Rep**  
**COR**

**Kay Jacks**  
**Molly Wyatt**  
**Roscoe Price**

**Kelly Tate**  
**Brian Cannavan**  
**Mike Swain**

#### **Prepared By**

**Brian Cannavan**

#### **Date Prepared**

**April 15, 2004**

# Status Highlights











TO 116 - eZ-Audit  
(Electronic Audited Financial Statements & Compliance Reports)




	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Yellow	Better	This task order continues to be monitored by Integration Partner and FSA in order to improve the efficiency of any processes.
Overall Project Stage	Ongoing	Est. % TO Completed	100% build complete Production Stabilization Support phase slotted for 2 months 100% complete Peak Processing Support - - 100% complete Release 1.2 - 100% complete (deployed 3/7) Release 2.0 - 65% complete Production Ops - 65% complete
Red Flags/Major Issues	There is currently no Staging environment for the eZ-Audit application		
Corrective Actions Taken	The VDC hardware refresh schedule indicates the Staging environment will be up and running on 5/2		
Management Support Needed	Yes		




Major Accomplishments Over Past Two Weeks
Continue to investigate and resolve all Production Stabilization SIRs
Finish Development of R2.0
Finish Test Planning for R2.0 (Test Plan, Test Conditions, Test Scripts, UAT Scripts)
Deliver deliverable 116.7.3 Release 2.0 Test Preparation Delivery
Upcoming Activities Over Next Two Weeks
Continue to investigate and resolve all Production Stabilization SIRs
Finish System Testing the eZ-Audit application
Begin Inter System Testing of eZ-Audit application (with PEPS and EAI)
Deliver deliverable 116.6.6 Prod Peak Cycle Processing Perf Report - Apr
Prepare for User Acceptance Test

# Project Scorecard

## TO 116 - eZ-Audit (Electronic Audited Financial Statements & Compliance Reports)

Category	Score	Trend	Comments
Schedule			On schedule under current ATP.
Cost			Tracking to operate within budget.
Quality			Excellent - continue to resolve level 1 ( Priority ) and level 2 Production SIRS
Scope			Scope in Modification 6 has been baselined and the application has been designed and developed accordingly
Task Order			The Task Order Modification 6 for TO 116 was approved by FSA. This task order continues to be monitored by Integration Partner and FSA in order to improve the efficiency of any processes.
Overall Score	Yellow	Better	Integration Partner is reviewing the communication plan, stakeholder analysis, and delivery processes to determine if everything is functioning optimally in the eZ-Audit task order. This analysis will help to make communications, ownership, and delivery smoother and enable the eZ-Audit project to be successful with all of its key participants.

	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

		
Better	Worse	Same

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# Pictorial Timeline

## TO 116 - eZ-Audit ( Electronic Audited Financial Statements & Compliance Reports )

**Gantt Chart including task order start and end dates and major milestones/deliverables:**

Project Kickoff		1/16/2002		completed
<u>Requirements Definition</u>				
Definition		3/20/2002		completed
Baseline Requirements		4/16/2002		completed
<u>Application Design</u>				
Preliminary Design		5/15/2002		completed
Functional Design		7/15/2002		completed
Detailed Technical Design		8/19/2002		completed
Test Approach/Plan		9/30/2002		completed
<u>Application Development</u>				
Build		12/20/2002		completed
Test Results		2/28/2003		completed
<u>Application Delivery</u>				
Deployment		4/1/2003		completed
Stabilization		5/23/2003		completed
Peak Processing Support		6/30/2003		completed
Peak Processing Support		7/31/2003		completed
Peak Processing Support		8/29/2003		completed
Transition to Ops Plan		9/12/2003		completed
Application Support Manual		9/30/2003		completed
eProject Document List		10/31/2003		completed
Transition to Ops Performance Report		12/19/2003		removed
<u>Mod 5</u>				
Requirements Definition and Prelim Design		1/2/2004		completed
Final Design and Sys Test Delivery		1/30/2004	moved to 2/6/2004	completed
Application Delivery		2/27/2004	deleted by 2/18 SOO	
Prod Support Perf Report - Jan		1/30/2004		completed
Prod Support Perf Report - Feb		2/27/2004		completed
Prod Stabilization Perf Report - Mar		3/26/2004		completed
Prod Peak Cycle Processing Perf Report - Apr		4/30/2004		
Prod Support Perf Report - May		5/28/2004		
<u>Mod 6</u>				
Release 1.2 Application Delivery		3/5/2004		completed
Release 2.0 Design Delivery		3/5/2004		completed
Release 2.0 Test Preparation Delivery		4/2/2004		completed
Release 2.0 Application Delivery		5/7/2004		
Production Stabilization Performance Report – June		6/25/2004		
Peak Cycle Processing Performance Report – July		7/30/2004		
Production Support Performance Report – August		8/27/2004		
Production Support Performance Report – September		9/24/2004		

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## Major Risks & Issues

## TO 116 - eZ-Audit ( Electronic Audited Financial Statements & Compliance Reports )

### Major Risks

Risk Description	Impacts	Dependent Parties	Risk Category	Open Date	Status	Mitigating Actions	Severity	Probability	Level of Control
PEPS interface: PEPS will have to make updates to their interfaces and possible their DB structure and our team will possibly have to update our interface to ensure the data transfer between PEPS and eZ-Audit works correctly. If PEPS decides they have to update their database, it may impact the eZ-Audit release.	Affects the go live date if PEPS cannot meet our deadlines.	PEPS	Operational	1/14/2004	In-Progress	<p>Integration Partner will: Work with FSA to provide data and system information as requested Work with PEPS to form a solution that has minimal workload for PEPS, while not causing an increase in effort on the Integration Partner Team.</p> <p>FSA will: Identify and engage all stakeholders Adhere to rapid decision making schedule</p> <p>Currently have a weekly conference call scheduled for PEPS, CBMI, and Integration Partner development/test team to mitigate any issues that may come up with this interface.</p>	Medium	Likely	None
There is currently no Staging environment for the eZ-Audit application	Without a staging environment all fixes that go to production cannot be validated in a production-like environment.	VDC	Operational	3/1/2004	New	<p>Integration Partner will: Attend the weekly conference calls that discuss the hardware refresh FSA will: Escalate issues to VDC if the hardware refresh is postponed for staging</p> <p>The environment is scheduled to be available on 5/2 which will be in time for Release 2.0</p>	High - Project level do not escalate	Unlikely	None

### Major Issues

Issue #	Issue Description	Impacts and Dependent Parties	Open Date	Target Resolution Date	Assigned To	Proposed/Actual Resolution	Status	Priority
5	eZ-Audit System Test Environment was not functional for the start of System Test	No script execution happened on 4/12. The eZ-Audit test team was dependant on ITA to correct the environment issues before testing could resume.	4/12/2004	ASAP	ITA	<p>Contacted the ITA team, logged a CSC ticket, and escalated the issue to FSA via Molly Wyatt.</p> <p>The environment was fixed by ITA by EOD and testing resumed the following day.</p> <p>TO ensure this does not happen with eZ-Audit's other new environments, ITA and eZ-Audit development teams are meeting on 4/15 to test the environments before they are used for IST, UAT, and training.</p>	Closed	High - Project level do not escalate



## *PMO Project Update*

<b>TO # and Name</b>	<b>TO #149 Form 2000 Enhancements</b>
<b>Owner Unit</b>	
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>March 29, 2004 - April 15, 2004</b>

**Project Contacts**  
**FSA**                      **Partner**

**Sponsor/Mgt**  
**Project Lead**  
**Tech Rep**  
**COR**

**Prepared By**                      **Joanna Zieba**  
**Date Prepared**                      **April 15, 2004**

## Status Highlights

## TO #149 Form 2000 Enhancements











	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Green	Same	Project Complete
Overall Project Stage	Completed	Est. % TO Completed	
Red Flags/Major Issues	None		
Corrective Actions Taken			
Management Support Needed			




Major Accomplishments Over Past Two Weeks
Went Live 4/4
Completed and Submitted Production Migration Validation Deliverable




Upcoming Activities Over Next Two Weeks

# Project Scorecard

## TO #149 Form 2000 Enhancements

Category	Score	Trend	Comments
Schedule			-All deliverables were completed on schedule.
Cost			-Project financials were in line with expectations
Quality			-Project quality was in line with expectations
Scope			-Scope has been well defined for the task order
Task Order			-Task Order Awarded
Overall Score	Green	Same	-Project tracking to Work Plan

 <p>High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost</p>	 <p>Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost</p>	 <p>Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost</p>
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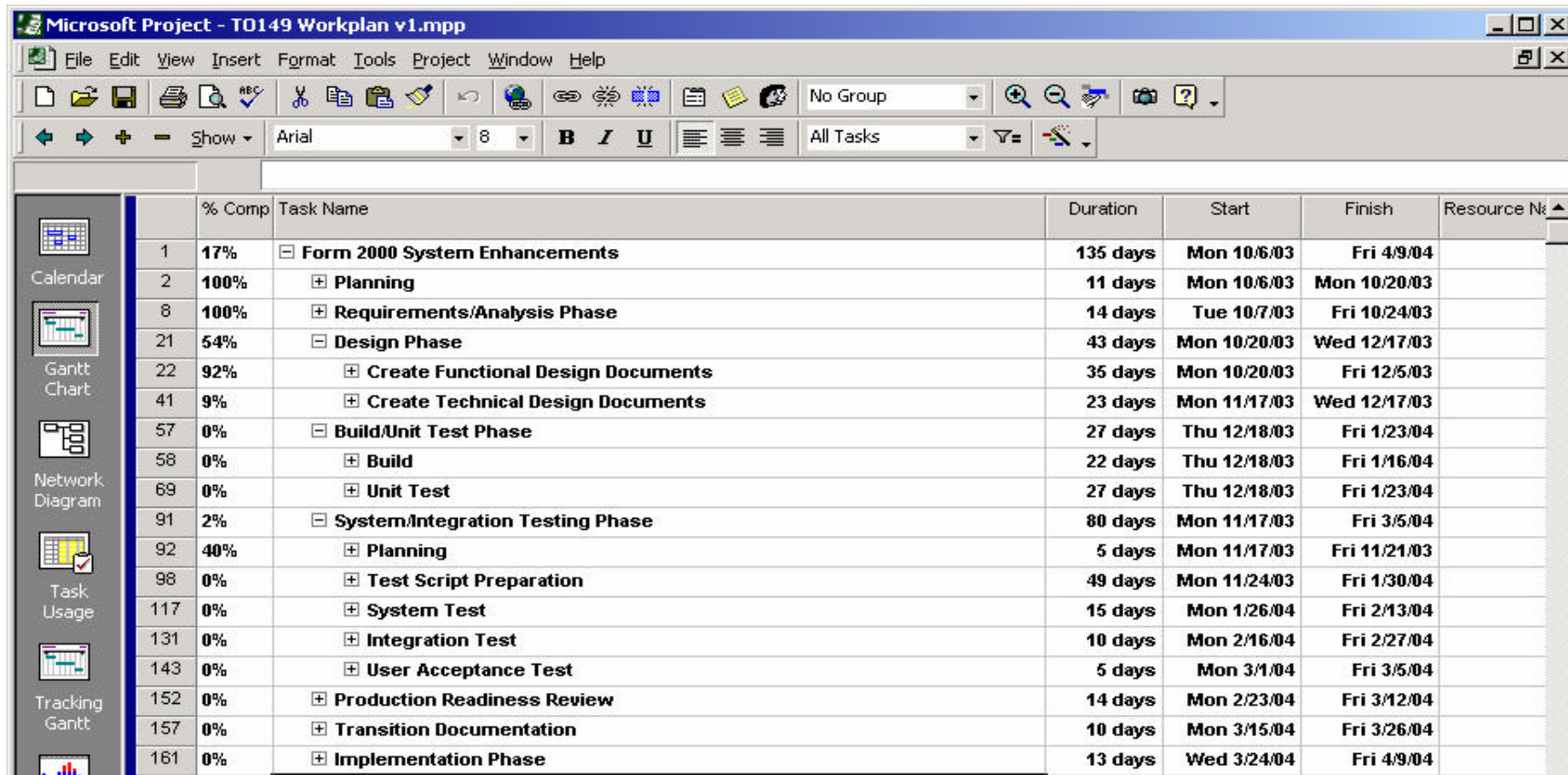
		
Better	Worse	Same

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# Pictorial Timeline

## TO #149 Form 2000 Enhancements



	% Comp	Task Name	Duration	Start	Finish	Resource Name
1	17%	Form 2000 System Enhancements	135 days	Mon 10/6/03	Fri 4/9/04	
2	100%	Planning	11 days	Mon 10/6/03	Mon 10/20/03	
8	100%	Requirements/Analysis Phase	14 days	Tue 10/7/03	Fri 10/24/03	
21	54%	Design Phase	43 days	Mon 10/20/03	Wed 12/17/03	
22	92%	Create Functional Design Documents	35 days	Mon 10/20/03	Fri 12/5/03	
41	9%	Create Technical Design Documents	23 days	Mon 11/17/03	Wed 12/17/03	
57	0%	Build/Unit Test Phase	27 days	Thu 12/18/03	Fri 1/23/04	
58	0%	Build	22 days	Thu 12/18/03	Fri 1/16/04	
69	0%	Unit Test	27 days	Thu 12/18/03	Fri 1/23/04	
91	2%	System/Integration Testing Phase	80 days	Mon 11/17/03	Fri 3/5/04	
92	40%	Planning	5 days	Mon 11/17/03	Fri 11/21/03	
98	0%	Test Script Preparation	49 days	Mon 11/24/03	Fri 1/30/04	
117	0%	System Test	15 days	Mon 1/26/04	Fri 2/13/04	
131	0%	Integration Test	10 days	Mon 2/16/04	Fri 2/27/04	
143	0%	User Acceptance Test	5 days	Mon 3/1/04	Fri 3/5/04	
152	0%	Production Readiness Review	14 days	Mon 2/23/04	Fri 3/12/04	
157	0%	Transition Documentation	10 days	Mon 3/15/04	Fri 3/26/04	
161	0%	Implementation Phase	13 days	Wed 3/24/04	Fri 4/9/04	

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## ***PMO Project Update***

<b>TO # and Name</b>	<b>TO 77.1 - Student Aid Internet Gateway (SAIG)</b>
<b>Owner Unit</b>	<b>Schools Channel</b>
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>March 27- April 15, 2004</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	Kay Jacks	Rob O'Keefe
<b>Project Lead</b>	Lydia Morales	Colleen Ward
<b>ITR</b>		
<b>Tech Rep</b>		
<b>COR</b>	Debbie Bardain	Mike Swain

<b>Prepared By</b>	<b>Colleen Ward</b>
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<b>Date Prepared</b>	<b>April 15, 2004</b>
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## Status Highlights











## TO 77.1 - Student Aid Internet Gateway (SAIG)




	Overall Score	Overall Trend	Comments
<b>Overall Project Scorecard</b>	Green	Unchanged	SAIG is the operations stage. Generating savings as forecasted. Spring release of Edconnect successfully deployed.
<b>Overall Project Stage</b>	Ongoing	<b>Est. % TO Completed</b>	
<b>Red Flags/Major Issues</b>	none		
<b>Corrective Actions Taken</b>			
<b>Management Support Needed</b>			




<b>Major Accomplishments Over Past Two Weeks</b>
Outage: NT machine out for several hours on Sunday, April 11. CSC traced problem to patches; however, chose to keep at current level and wait for refresh.
Datatel: Weekly, check to verify no Datatel users are excessively sending. Most recently, no Datatel users have been connecting more than recommended.
EDConnect Software release: Passed PRR and successfully deployed to FSA download on 4/14. Users discovered a problem with transmitting files created using the templates. Currently evaluating the impact and possible solutions.
EAI Interface: SAIG and EAI teams determined there would not be sufficient CPU savings to warrant upgrading TDNgine and moving off SAIG.
Peak Server: After successfully removing the peak server, SAIG experienced high CPU usage, so the server was put back into service. Currently evaluating options.
VDC: Merged test server released. On target to switch to new production server at the beginning of May. Presented 4 options for handling peak; however CSC refuses to share varying costs of
COD, LaRS, NSLDS, CPS, DLSS, eCampus-Based: No issues.
<b>Upcoming Activities Over Next Two Weeks</b>
EDConnect Software: Monitor number of users successfully upgrading to the new version and call into customer service. Complete Lessons learned.
EAI, COD, LaRS, NSLDS, CPS, DLSS, eCampusBased: No planned activities.
COD: Meet to discuss mailbox shutdown procedures for the DLOS mailbox.
VDC: Capacity Planning; Options for Fall peak

# Project Scorecard

## TO 77.1 - Student Aid Internet Gateway (SAIG)

Category	Score	Trend	Comments
Schedule			SAIG in production. Maintenance released deployed in July
Cost			SAIG generating savings according to forecast.
Quality			Meets all deliverables according to contract. Supports applications beyond baseline. Scored 4.2 on 5 point scale on Customer Satisfaction Survey. Rated High & Med-High on most categories on Post Implementation Review. Recommended for full security certification with only minor findings.
Scope			Baseline complete. Additional applications added to SAIG beyond baseline.
Task Order			Umbrella Shared-in-Savings Task Order approved (TO 77) SAIG Work Order approved (WO 1)
Overall Score	Green	Same	In operations, savings being generated

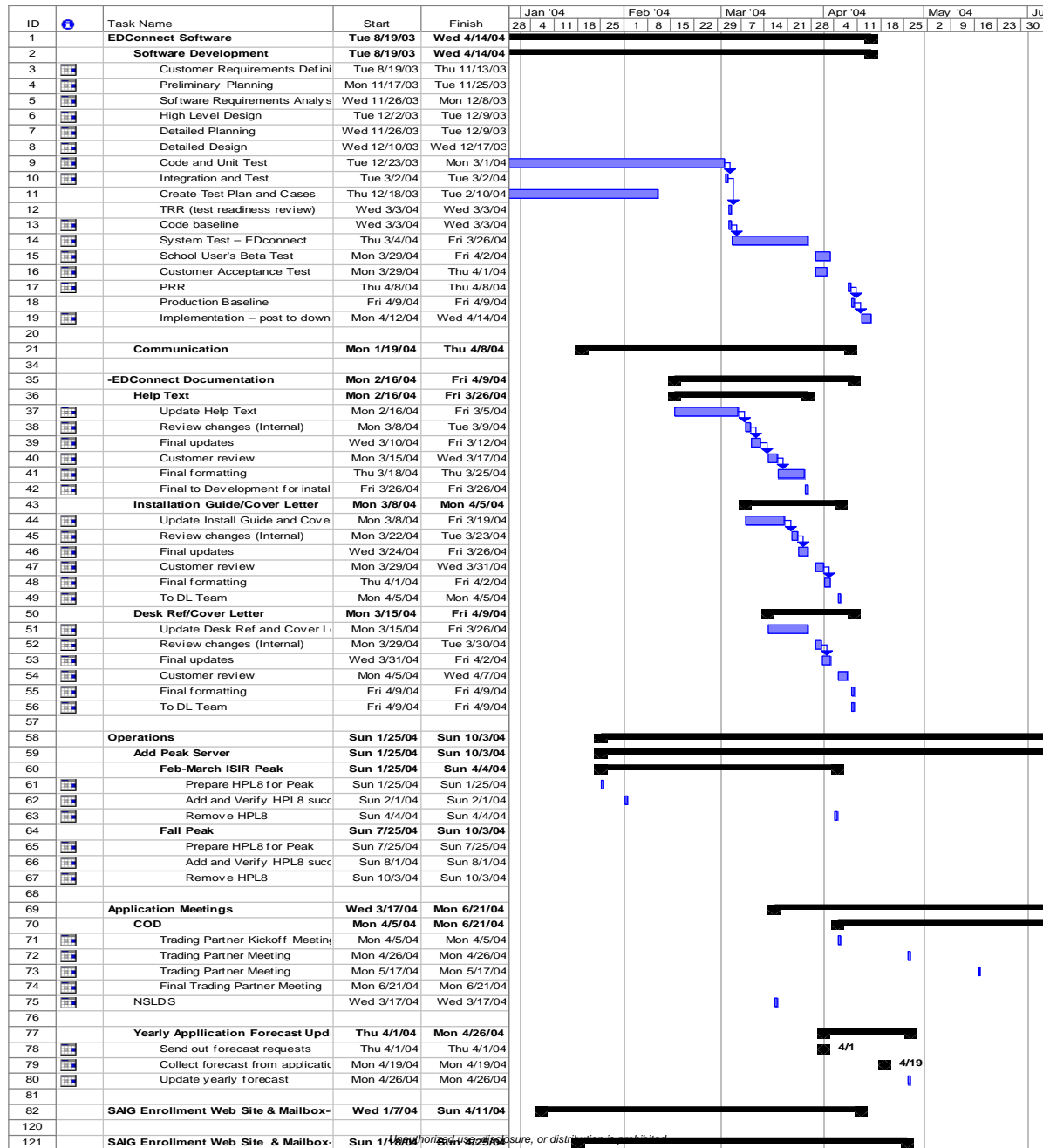
 <p>High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost</p>	 <p>Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost</p>	 <p>Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost</p>
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Better	Worse	Same

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# Timeline

## TO 77.1 - Student Aid Internet Gateway (SAIG)





## ***PMO Project Update***

<b>TO # and Name</b>	<b>TO 120 -- Security and Privacy Support</b>
<b>Owner Unit</b>	<b>Robert Ingwalson</b>
<b>Partner</b>	<b>BearingPoint</b>
<b>Reporting Period</b>	<b>April 1 - April 15, 2004</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	Jerry Shubert	Mike Gibbons
<b>Project Lead</b>	Robert Ingwalson	Brian Fuller
<b>ITR</b>	Robert Ingwalson	Brian Fuller
<b>Tech Rep</b>	Robert Ingwalson	Brian Fuller
<b>COR</b>	Steve Allison	Charles M Swain

<b>Prepared By</b>	<b>Brian Fuller</b>
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<b>Date Prepared</b>	<b>April 14, 2004</b>
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## Status Highlights










## TO 120 -- Security and Privacy Support




	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Green	Same	
Overall Project Stage	Ongoing	Est. % TO Completed	10%
Red Flags/Major Issues			
Corrective Actions Taken			
Management Support Needed			




<b>Major Accomplishments Over Past Two Weeks</b>
Executed extension of contract
Developed Patch management process review and briefing materials
Assisted with response to incident
<b>Upcoming Activities Over Next Two Weeks</b>
Continue to Support FSA systems through C&A
Maintain Online Security Center
Develop Patch Management Implementation Plan

# Project Scorecard

## TO 120 -- Security and Privacy Support

Category	Score	Trend	Comments
Schedule			
Cost			
Quality			
Scope			
Task Order			Mod 3 awarded and signed
Overall Score	Green	Same	

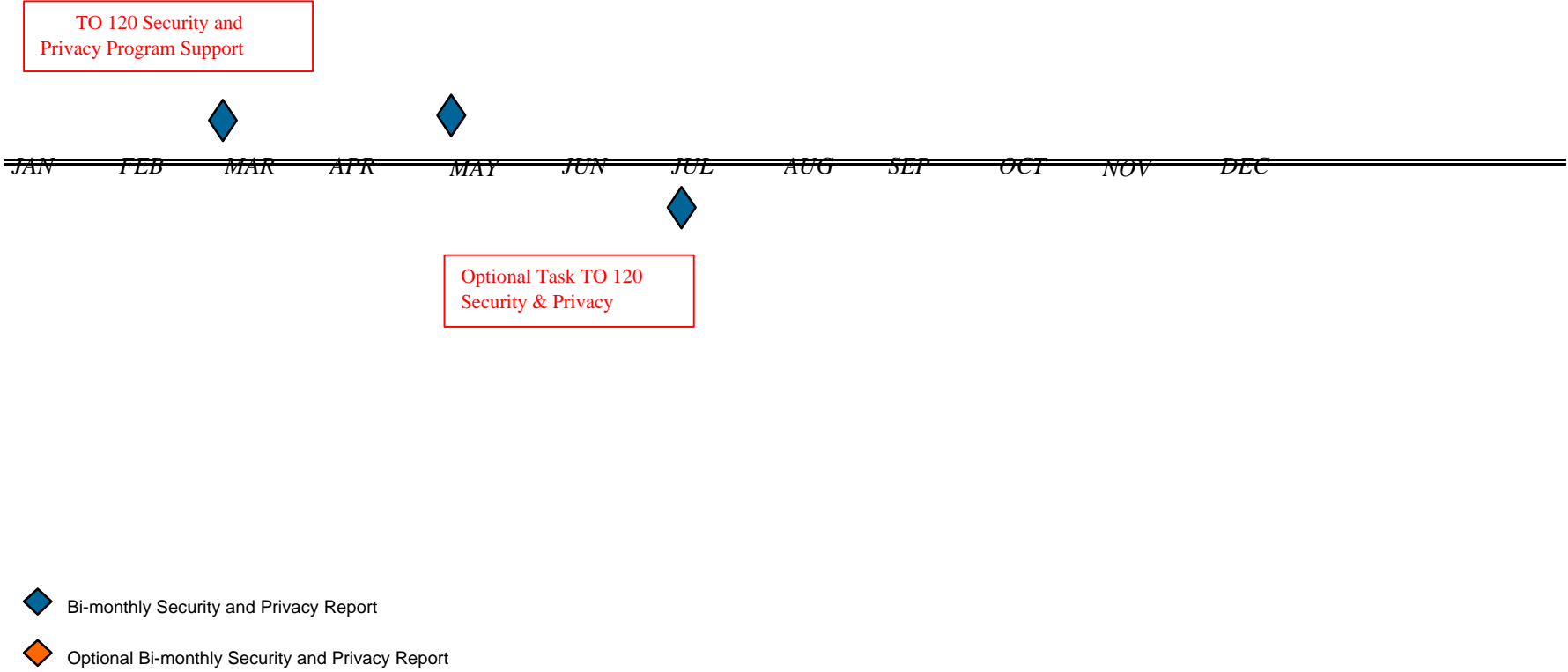
 <p>High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost</p>	 <p>Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost</p>	 <p>Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost</p>
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Better	Worse	Same



# Timeline

## TO 120 -- Security and Privacy Support





## *PMO Project Update*

<b>TO # and Name</b>	<b>TO143 Identity and Access Management Tools Analysis</b>
<b>Owner Unit</b>	<b>CIO</b>
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>April 1 - 15, 2004</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	<b>Ganesh Reddy</b>	<b>Rob O'Keefe</b>
<b>Project Lead</b>	<b>Bob Ingwalson</b>	<b>Jesse Bowen</b>
<b>Tech Rep</b>	<b>N/A</b>	<b>N/A</b>
<b>COR</b>	<b>N/A</b>	<b>N/A</b>

<b>Prepared By</b>	<b>Ryan Summers</b>
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<b>Date Prepared</b>	<b>April 15, 2004</b>
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## Status Highlights











## TO143 Identity and Access Management Tools Analysis




	Overall Score	Overall Trend	Comments
Overall Project Scorecard			
Overall Project Stage	Ongoing	Est. % TO Completed	75%
Red Flags/Major Issues	No		
Corrective Actions Taken	No		
Management Support Needed	No		




<b>Major Accomplishments Over Past Two Weeks</b>
Completed design for proof of concept in ITA dev. environment.
Confirmed availability of evaluation Tivoli Access Manager and Tivoli Identity Manager software and IBM vendor support for proof of concept on 4/7/04.
Worked with VDC to understand their requirements for proof of concept.
<b>Upcoming Activities Over Next Two Weeks</b>
Install Tivoli Access Manager and Tivoli Identity Manager in ITA Dev.
Begin build of proof of concept in ITA development environment.
Complete plan for integration with target application.

# Project Scorecard

## TO143 Identity and Access Management Tools Analysis

Category	Score	Trend	Comments
Schedule			TO ends on 5/14/04.
Cost			On budget.
Quality			First deliverable, 143.1.1, approved on 2/6/04. Second deliverable, 143.1.2, approved on 3/24/04.
Scope			Within Scope.
Task Order			Next deliverable 143.1.3 due on 5/14/04.
Overall Score	Green	Same	

	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
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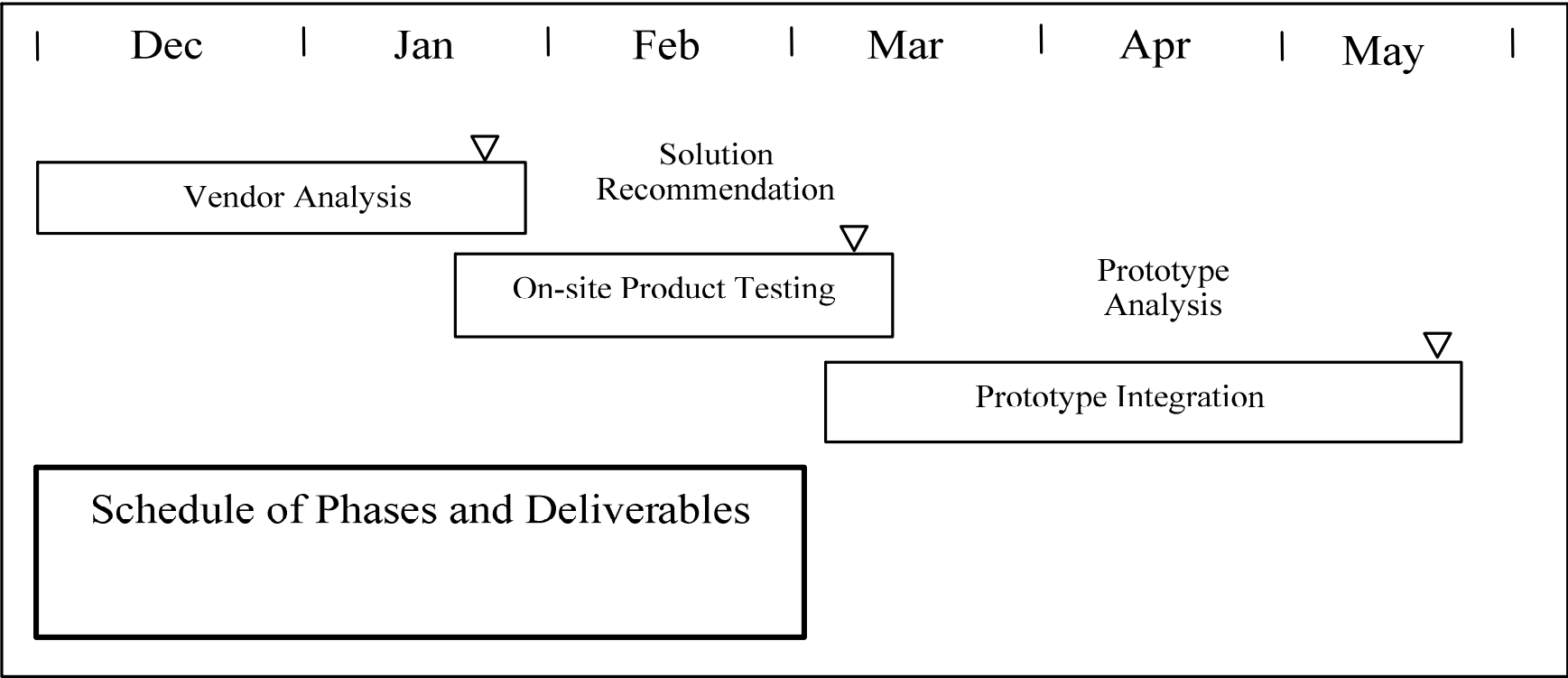
		
Better	Worse	Same

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# Pictorial Timeline

## T0143 Identity and Access Management Tools Analysis

Gantt Chart including task order start and end dates and major milestones/deliverables:



## Major Risks & Issues

## TO143 Identity and Access Management Tools Analysis

### Major Risks

Risk Description	Impacts	Dependent Parties	Risk Category	Open Date	Status	Mitigating Actions	Severity	Probability	Level of Control
The client has asked us to delay Deliverable 143.1.2 for one week to allow review of new FSA Security Architect.	This could cause a budget impact if it results in a week delay in the schedule for the rest of the project.	N/A	Financial	2/27/2004	In-Progress	3/15/04: Have already begun working on tasks associated with the next phase to mitigate impact on the overall timeline. 3/26/04: Are continuing to work on tasks in the next phase.	Medium	Unlikely	Moderate
FSA decided to change the tool selection.	This could cause an impact to our initial project timelines and with a fixed budget, give us less time to test the products.	N/A	Existing	3/26/2004	In-Progress	3/26/04: Working to efficiently change focus of efforts, redesign proof of concept, include new vendor in design sessions, and alter test plans to fit within the remaining schedule. 4/14/04: Working to finish deliverable by 5/14/04.	Medium	Very Likely	Moderate
Due to the VDC environment for the security architecture prototype not being ready until April 26, there is a delay in our installation.	This delays our installation of the IM and WAC products for 1 additional week. Less time will be available for testing.	N/A	Existing	4/14/2004	New	4/14/04: Working with VDC to stay on schedule, completing non-dependent tasks during delay.	Medium	Very Likely	Moderate

### Major Issues

Issue #	Issue Description	Impacts and Dependent Parties	Open Date	Target Resolution Date	Assigned To	Proposed/Actual Resolution	Status	Priority
Security Tools Prototype could be impacted by ITA transition period.	According to the Task Order, the Security Tools Prototype will be installed in the ITA environment at the VDC. The team is concerned that our schedule could be impacted by the transition between ITA teams in terms of technical support or availability of environments.	TO143	1/15/2004	3/15/2004	R.Summers	1/15/04: ITA transition period just beginning. We will initiate an ECM ticket to schedule support. Transition period will end 3/15/04. 2/06/04: Opened ITA ticket via ECM tool. 2/26/04: Met with new ITA team to discuss prototype requirements. 3/15/04: Will attend VDC weekly call for development projects to introduce the tools analysis project and its requirements. 3/26/04: ITA team supportive of our efforts. 4/14/04: ITA has been providing effective support.	In-Progress	Medium



## *PMO Project Update*

<b>TO # and Name</b>	<b>TO 147 - TPM Gap Analysis</b>
<b>Owner Unit</b>	
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>3/29/04 - 4/15/04</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	Jane Holman	Kelly Tate
<b>Project Lead</b>	Molly Wyatt	Roger Hartmuller
<b>Tech Rep</b>		
<b>COR</b>	Debbie Bairdain	Mike Swain

<b>Prepared By</b>	<b>Roger Hartmuller</b>
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<b>Date Prepared</b>	<b>April 15, 2004</b>
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## Status Highlights

## TO 147 - TPM Gap Analysis

	Overall Score	Overall Trend	Comments
Overall Project Scorecard		Green	
Overall Project Stage	Requirements	Est. % TO Completed	98%
Red Flags/Major Issues			
Corrective Actions Taken			
Management Support Needed			




Major Accomplishments Over Past Two Weeks
Received final sign off on Deliverable 147.1.2(Rev02) - Financial Partners Eligibility and Oversight As-Is Flows
Received final sign off on Deliverable 147.1.3(Rev01) - Financial Partners Eligibility and Oversight Requirements
Upcoming Activities Over Next Two Weeks






# Project Scorecard

## TO 147 - TPM Gap Analysis

Category	Score	Trend	Comments
Schedule			
Cost			
Quality			
Scope			
Task Order			
Overall Score	Green	Same	

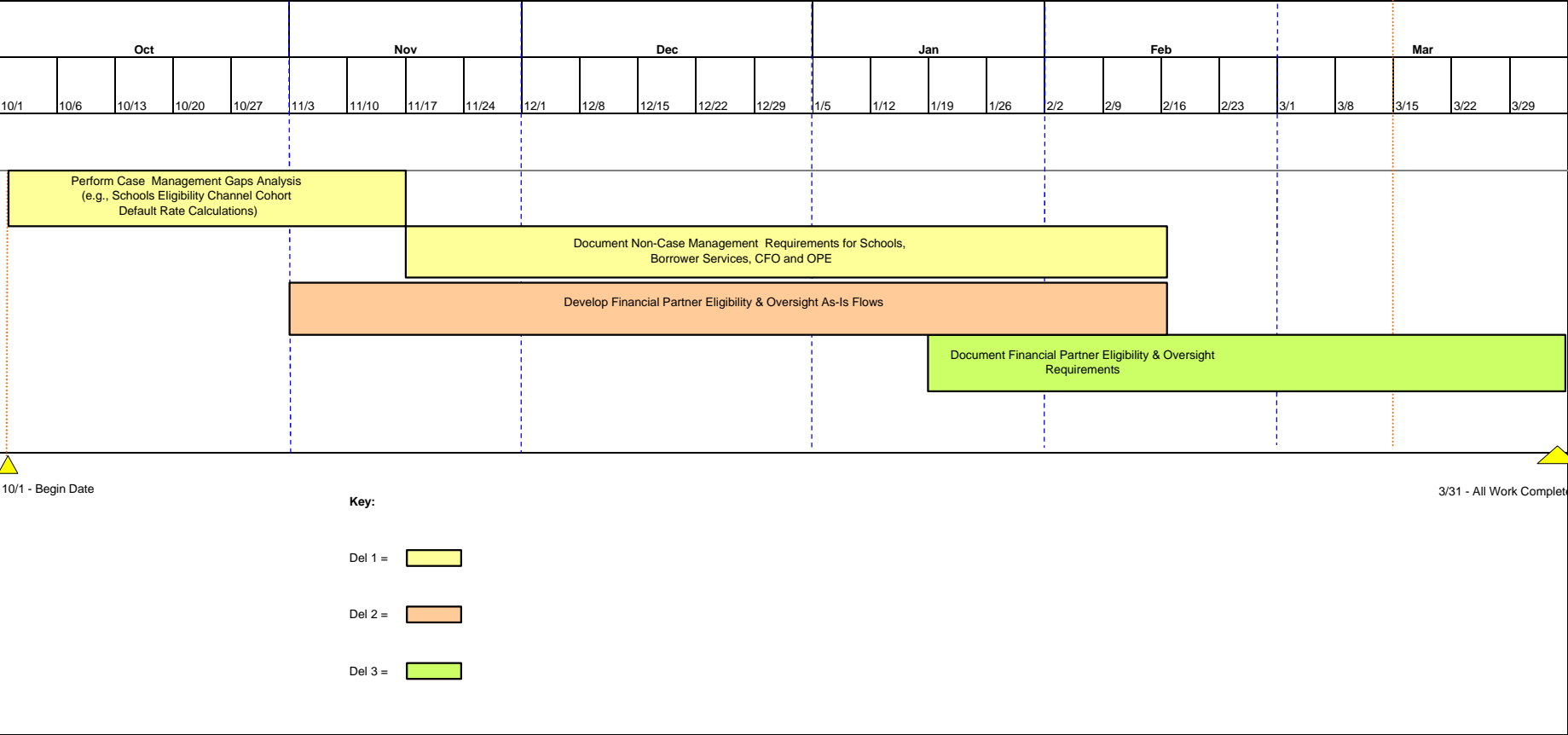
	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
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Better	Worse	Same

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Pictorial Timeline

TO 147 - TPM Gap Analysis





## *PMO Project Update*

<b>TO # and Name</b>	<b>TO #152 Data Strategy 2.0</b>
<b>Owner Unit</b>	<b>CIO</b>
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>3/27/2004-4/15/2004</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	Kay Jacks / Jerry Schubert	Ken Dineen
<b>Project Lead</b>	Keith Wilson	Rob O'Keefe
<b>Tech Rep</b>	Keith Wilson	Nate Brown
<b>COR</b>	Debbie Bairdain	Mike Swain

<b>Prepared By</b>	<b>Nate Brown</b>
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<b>Date Prepared</b>	<b>April 15, 2004</b>
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## Status Highlights











## TO #152 Data Strategy 2.0




	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Green	Same	
Overall Project Stage	Requirements	32.00%	Vision stage of the Life Cycle - more in the pre-requirements stage as the deliverables will NOT produce a list of requirements.
Red Flags/Major Issues			
Corrective Actions Taken			
Management Support Needed			




Major Accomplishments Over Past Two Weeks
Conducted working sessions during the weeks of 3/29, 4/5, and 4/12 for many of the teams involved in the Data Framework, XML, and Technical Strategies efforts.
Completed and submitted deliverable 152.1.7 XML Core Component Dictionary Release 2.0.
Granted client access to the TO 152 Data Strategy eProject projects (Data Framework, Tech Strategies, XML Framework).
Presented the Data Strategy Update to the BTIG on Thursday, April 8th.
Obtained client approval from Jane Holman on the outline for deliverable 152.1.10a Data Quality Management Support Report I, and discussed the Data Quality Steering Committee progress to date and the plan for future Steering Committee meetings.
Upcoming Activities Over Next Two Weeks
Continue to establish working session schedules for working groups, making progress toward the CSB Impact Analysis (4/30), FFEL / Student Enrollment Options (5/31), Web Portals / Shared Services (6/30), and CDA Operating Guidelines (6/30) deliverables.
Awaiting comments from FSA on deliverable 152.1.7 XML Core Component Dictionary Release 2.0.
Continue development of XML Registry logging and comments enhancements.
Complete deliverable 152.1.2 Common Services for Borrowers Impact Analysis, due 4/30.

# Project Scorecard

## TO #152 Data Strategy 2.0

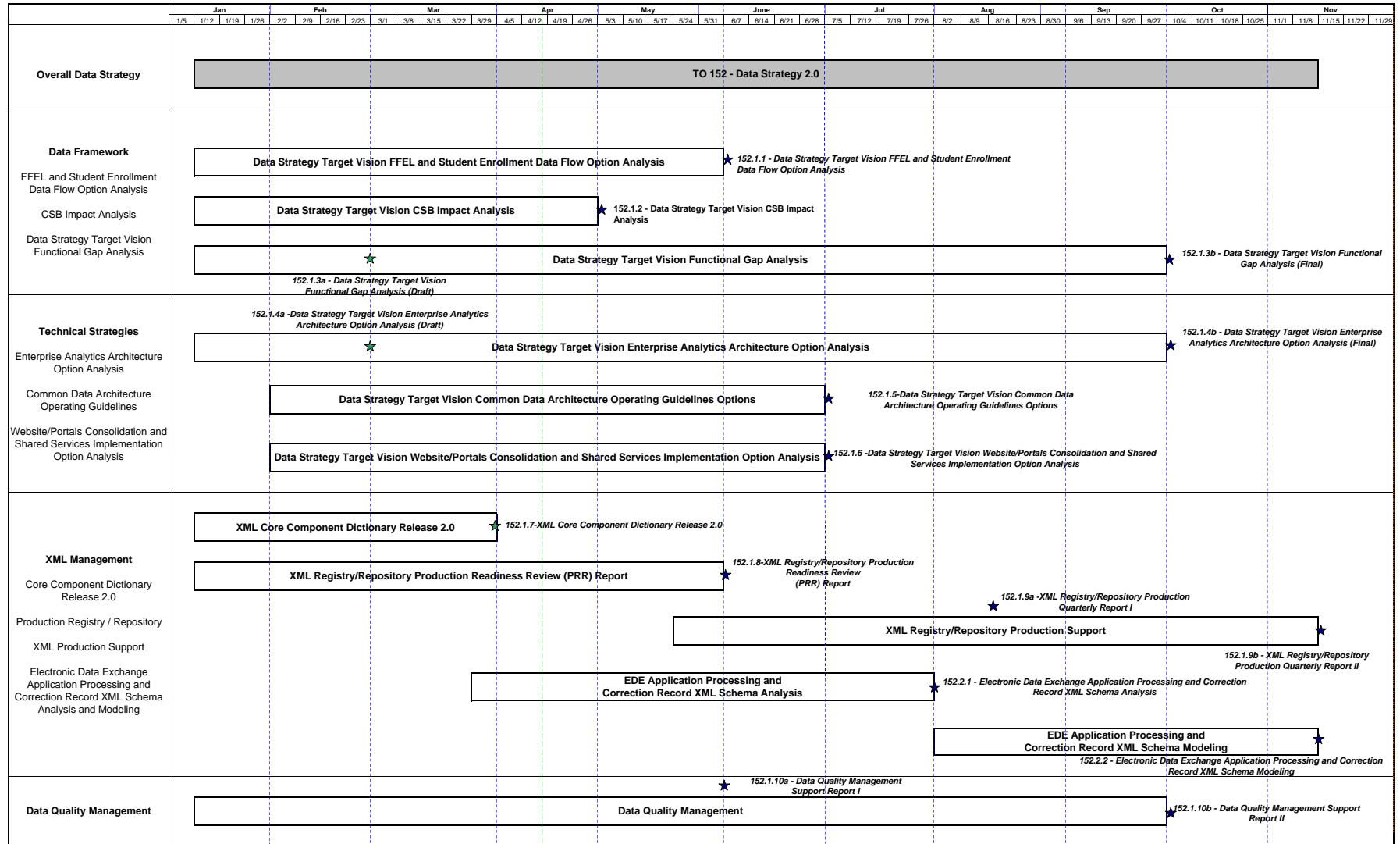
Category	Score	Trend	Comments
Schedule			Variance caused by the difficulty in scheduling FSA resources for meetings due to the various procurement activities going on in the organization (e.g., FEBI, new CSB award, new NSLDS award, Integration Leadership procurement, etc.) and daily operations activities. In addition, key FSA decision makers must be identified for each working group to ensure schedule progress can be maintained once decision points are reached. This item will be monitored closely over the next two to three months after delay in TO signing to ensure there is no schedule slip for the six Data Strategy deliverables due over that time. To date, all three Data Strategy deliverables have been delivered on time.
Cost			This contract is firm-fixed price, with the only cost increase to date being a TO modification awarded for additional XML Framework tasks. To date, the minor schedule slip has had no impact on cost.
Quality			Working within core teams to refine messages and areas to drive the highest quality outcomes from the schedule of deliverables.
Scope			Scope is monitored regularly by Accenture and FSA, and no major variances have occurred to date.
Task Order			Received approval on a minor TO modification to address additional Application business area data files for inclusion in the XML Framework scope of work.
Overall Score	Green	Same	The project is on budget with high quality, and contains only a minor schedule variance which we hope to overcome in the next 1-2 months.

 <p>High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost</p>	 <p>Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost</p>	 <p>Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost</p>
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Better	Worse	Same

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FSA Data Strategy Enterprise-Wide Deliverable Schedule



Legend	
★	Delivered on Schedule
★	Scheduled Delivery Date

# Major Risks & Issues

## TO #152 Data Strategy II

### Major Risks

Risk Description	Impacts	Dependent Parties	Risk Category	Open Date	Status	Mitigating Actions	Severity	Probability	Level of Control
Availability of FSA Resources to support CSB impact Analysis	Ability to deliver useful impact analysis on current schedule	Data Framework Team, CSB Liaison	Existing	1/27/2004	Closed	Identified FSA CSB Liaison - Dwight Vigna. Dwight is Keith's FSA designee to handle all needs CSB.	High - Project level do not escalate	Unlikely	Moderate
High degree of interdependency with other IP and FSA initiatives	Many moving parts, all require high degree of integration to present integrated solutions	Integration Partner, FSA	Strategic	1/27/2004	In-Progress	Scheduling integration touchpoint meetings across IP. Integration touchpoint tracking sheets for all Data Strategy 2.0 teams.	Medium	Likely	Total
Key FSA decision makers must be identified for Data Framework, Technical Strategies and XML working groups	Deliverable schedules may slip unless key decision makers are identified to reach consensus at decision points	Data Framework, Technical Strategies, and XML Teams, FSA	Hazard	3/26/2004	In-Progress	Discussed risk with Keith Wilson, and we will continue to work with Keith to identify those participants.	High - Project level do not escalate	Very Likely	Moderate

### Major Issues

Issue #	Issue Description	Impacts and Dependent Parties	Open Date	Target Resolution Date	Assigned To	Proposed/Actual Resolution	Status	Priority
1	Lack of Data Strategy understanding from some FSA business areas, primarily in the Financial Partners channel must be addressed by FSA.	Difficult to reach consensus and buy in with FSA from an Enterprise perspective when parts of the Enterprise are uninformed or not as informed as others.	2/26/2004	3/31/2004	FSA - Keith Wilson	We have been assisting Keith and Paul in an effort to bring these groups up to speed on the objectives of the Data Strategy effort and its outcomes to date through Data Strategy Primer / Training sessions	Closed	Medium



## ***PMO Project Update***

<b>TO # and Name</b>	<b>TO 151 Integration Leadership Support and Transition</b>
<b>Owner Unit</b>	<b>Performance Management Services</b>
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>3/29/04 - 4/15/04</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	John Fare	Ken Dineen
<b>Project Lead</b>	John Fare	H. Jacob Brody
<b>Tech Rep</b>	N/A	N/A
<b>COR</b>	Roscoe Price	Mike Swain

<b>Prepared By</b>	<b>Michelle Fuchsman</b>
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<b>Date Prepared</b>	<b>April 15, 2004</b>
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## Status Highlights

## TO 151 Integration Leadership Support and Transition











	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Green	Same	Task Order is progressing as planned
Overall Project Stage	Ongoing	Est. % TO Completed	82%
Red Flags/Major Issues	None		
Corrective Actions Taken	N/A		
Management Support Needed	None		




Major Accomplishments Over Past Two Weeks
Key delivery issues specific to major integration initiatives discussed with FSA Leadership
Consistent work to shape, modify, and approve the Integration Partner task orders.
Continued CRM and eServicing settlement negotiations with FSA
Continued to provide guidance and oversight to internal accenture teams to ensure overall program goals are achieved.




Upcoming Activities Over Next Two Weeks
Continue to meet with and support FSA Leadership Team
Continue to work to shape, modify, and approve Integration Partner task orders
Continued guidance and direction to Integration Partner teams to ensure overall program goals are achieved.
Continued settlement negotiations with CRM and eServicing

# Project Scorecard

## TO 151 Integration Leadership Support and Transition

Category	Score	Trend	Comments
Schedule			On Schedule, completed first deliverable on time
Cost			On Budget
Quality			N/A
Scope			Services being provided within scope of task order
Task Order			TO 151 approved and funded through May 10th
Overall Score	Green	Same	

	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
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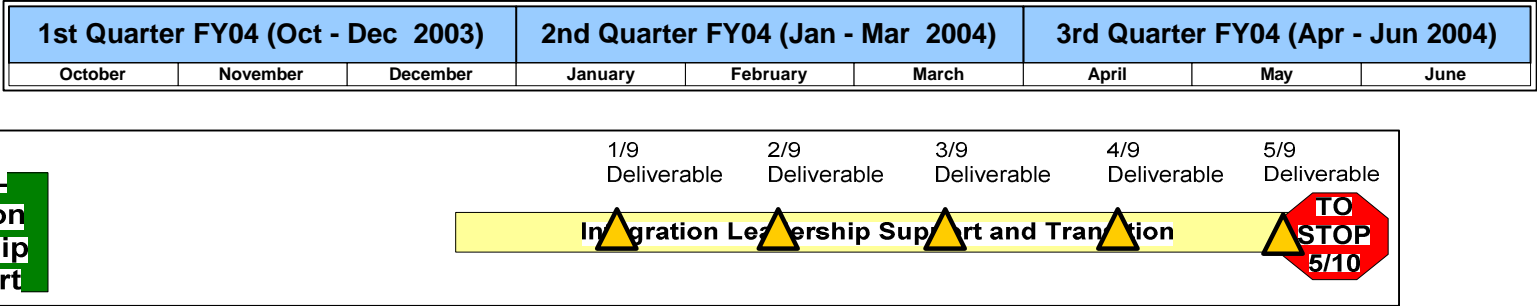
		
Better	Worse	Same

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# Pictorial Timeline

## TO 151 Integration Leadership Support and Transition

Gantt Chart including task order start and end dates and major milestones/deliverables:



## Major Risks & Issues

## TO 151 Integration Leadership Support and Transition

### Major Risks

Risk Description	Impacts	Dependent Parties	Risk Category	Open Date	Status	Mitigating Actions	Severity	Probability	Level of Control
Task order 151 has been extended for one additional month, to May 10, 2004. Although the TO has been extended for the short term, long-term decisions are still needed to ensure that the services enabled by the contract continue to be provided to FSA.	FSA Leadership, Accenture	FSA, Accenture	Operational	4/15/2004	New	Facilitate discussions with FSA to clarify the current scope and resources related to Task Order	Medium	Likely	Moderate



## ***PMO Project Update***

<b>TO # and Name</b>	<b>TO 153 Integration Support and Transition</b>
<b>Owner Unit</b>	<b>Business &amp; Technology and Integration Group</b>
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>3/27/04 - 4/15/04</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	Jeanne Saunders	Ken Dineen
<b>Project Lead</b>	Jeanne Saunders	H. Jacob Brody
<b>Tech Rep</b>	N/A	N/A
<b>COR</b>	Roscoe Price	Mike Swain

<b>Prepared By</b>	<b>Michelle Fuchsman</b>
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<b>Date Prepared</b>	<b>April 15, 2004</b>
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## Status Highlights











## TO 153 Integration Support and Transition




	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Green	Same	Task Order is progressing as planned
Overall Project Stage	Ongoing	Est. % TO Completed	69%
Red Flags/Major Issues	None		
Corrective Actions Taken	N/A		
Management Support Needed	None		




Major Accomplishments Over Past Two Weeks
Continued development of enterprise sequencing plans that focuses specifically on FSA's business and technical integration initiatives and critical dependent enterprise activities
Continued management of enterprise integration risks
Continued support of FSA Business & Technology Integration Group (BTIG)
Continued admin support of BTIG
Continued internal integration of major Integration Partner integration initiatives
Upcoming Activities Over Next Two Weeks
Continue to support the BTIG
Continued management of enterprise integration risks
Continued management of sequencing plans
Continued internal integration of major Integration Partner integration initiatives
Integration Partner will continue supporting FSA in their efforts to re-compete an Integrator

# Project Scorecard

## TO 153 Integration Support and Transition

Category	Score	Trend	Comments
Schedule			On Schedule, completed first deliverable on time
Cost			On Budget
Quality			N/A
Scope			Services being provided within scope of task order
Task Order			TO 153 approved and funded through June 15th
Overall Score	Green	Same	

	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
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Better	Worse	Same

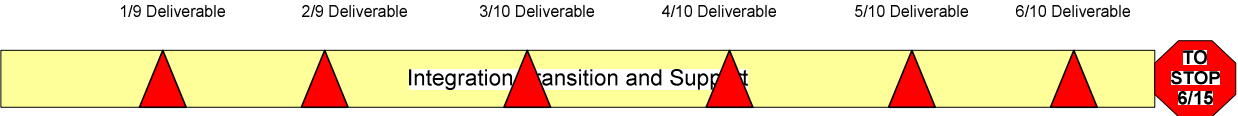
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# Pictorial Timeline

## TO 153 Integration Support and Transition

Gantt Chart including task order start and end dates and major milestones/deliverables:

1st Quarter FY04 (Oct - Dec 2003)			2nd Quarter FY04 (Jan - Mar 2004)			3rd Quarter FY04 (Apr - Jun 2004)		
October	November	December	January	February	March	April	May	June





## Major Risks & Issues

### TO 153 Integration Support and Transition

#### Major Risks

Risk Description	Impacts	Dependent Parties	Risk Category	Open Date	Status	Mitigating Actions	Severity	Probability	Level of Control
TO 153 will need to be extended before stop date of 4/15	FSA Leadership, Accenture	FSA, Accenture	Operational	2/27/2004	Closed	FSA and Accenture need to continue working on Task Order Extension to finalize efforts; TO 153 has been extended until 6/15/04	Medium	Likely	Moderate



## *PMO Project Update*

<b>TO # and Name</b>	<b>TO 154 - Contract &amp; Financial Management</b>
<b>Owner Unit</b>	<b>COO</b>
<b>Partner</b>	<b>Accenture</b>
<b>Reporting Period</b>	<b>April 1, 2004 - April 15, 2004</b>

### **Project Contacts**

	<b>FSA</b>	<b>Partner</b>
<b>Sponsor/Mgt</b>	<b>Terri Shaw</b>	<b>Ken Dineen</b>
<b>Project Lead</b>	<b>John Fare</b>	<b>Luana Lewis</b>
<b>Tech Rep</b>	<b>N/A</b>	<b>N/A</b>
<b>COR</b>	<b>Debbie Bairdain</b>	<b>Mike Swain</b>

<b>Prepared By</b>	<b>Mike Swain</b>
<b>Date Prepared</b>	<b>April 15, 2004</b>

## Status Highlights

## TO 154 - Contract & Financial Management




	Overall Score	Overall Trend	Comments
Overall Project Scorecard	Green	Same	None
Overall Project Stage	Ongoing	Est. % TO Completed	34%
Red Flags/Major Issues	None		
Corrective Actions Taken	N/A		
Management Support Needed	None		



<b>Major Accomplishments Over Past Two Weeks</b>
Submitted 1 Task Order proposal: TO151 Mod 1 - Leadership
Continued staff security effort – 194 of 204 packages complete.
Continued subcontractor negotiation efforts – 19 signed and active, 18 inactive.
<b>Upcoming Activities Over Next Two Weeks</b>
Submit outstanding Task Order proposal: TO77WO3 Mod 2 – eServicing
Continue staff security effort.
Continue subcontractor negotiation efforts.

# Project Scorecard

## TO 154 - Contract & Financial Management

Category	Score	Trend	Comments
Schedule			
Cost			
Quality			
Scope			
Task Order			
Overall Score	Green	Same	None

	High Risk – Significantly impacts Project schedule/cost ex) 4+ weeks over schedule 10% over cost		Moderate Risk – Minor schedule/cost slippage and/or manageable issues ex) 2-4 weeks over schedule 5-10% over cost		Low Risk – On schedule, on budget and no significant issues ex) 0-2 weeks over schedule 0-5% over cost
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Better	Worse    Same

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# Pictorial Timeline

## TO 154 - Contract & Financial Management

Monthly Report	Due Date	Date Delivered
1. Contract and Financial Management - December 2003	1/9/2004	1/7/2004
2. Contract and Financial Management - January 2004	2/10/2004	2/6/2004
2. Contract and Financial Management - February 2004	3/10/2004	3/15/2004
2. Contract and Financial Management - March 2004	4/9/2004	4/7/2004
2. Contract and Financial Management - April 2004	5/10/2004	
3. Contract and Financial Management - May 2004	6/10/2004	
4. Contract and Financial Management - June 2004	7/9/2004	
5. Contract and Financial Management - July 2004	8/10/2004	
6. Contract and Financial Management - August 2004	9/10/2004	
7. Contract and Financial Management - September 2004	10/11/2004	
8. Contract and Financial Management - October 2004	11/10/2004	
9. Contract and Financial Management - November 2004	12/10/2004	